

VOLUNTARY RESIGNATION / RETIREMENT NOTICE



TO: _____, Supervisor

FROM: _____, Employee

DATE: _____

VOLUNTARY RESIGNATION

I, _____, voluntarily resign my position of
Print Name
_____ with the City of Tempe.
Job Title

Reason for resignation: (Check one)

- ☐ To accept another job ☐ To attend school ☐ To stay at home
☐ Moving out of area ☐ Dissatisfied with job ☐ Other (Explain)

My last day of work will be: _____

RETIREMENT

I, _____, submit this retirement notice for my position of
Print Name
_____ with the City of Tempe.
Job Title

My last day of work will be: _____

I will be running out accrued leave: ☐ Yes ☐ No

If "Yes," ☐ Vacation only ☐ Both Sick and Vacation

My retirement date will be: _____

☐ Pre-1984 credited service with ASRS

Employee's Signature

Date

Employee's ID #

Resignation Accepted by (Supervisor's Signature)

Date

Please attach completed Notice to Personnel Action Request Form

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